

SALARY & BENEFITS

MONTHLY SALARY: \$5,629.55 - \$7,383.82

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance.
- **Annual and Elective Days** – Candidate will receive 10 paid annual leave days per year with the option to buy 1 to 20 elective leave days. Annual days can be used for vacation, sick or personal leave.
- **Dependant Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401K)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (e.g. name, address, social security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

EMPLOYMENT ELIGIBILITY

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity, and 2) U.S. employment eligibility.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 974-3161-2057 (ADA Coordinator - Voice)
(800) 325-0778 (TTY)

(800) 735-2922 (CRS)

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-195) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation or disability.

POSTED: 1/30/12

COUNTY OF LOS ANGELES



INVITES RESUMES FOR **EXECUTIVE SECRETARY** (UNCLASSIFIED)

MONTHLY SALARY: \$5,629.55 - \$7,383.82

Resumes will be accepted beginning **Monday, January 30, 2012**
until the position is filled

Posted: Monday, January 30, 2012

To Enrich Lives Through Effective and Caring Service

ASSESSOR’S OFFICE

The Office of the Assessor is responsible for setting assessed values, in the form of an annual assessment roll, on more than 2.6 million assessments including approximately 1.8 million single-family residences and condos; 252,800 commercial-industrial properties; 246,300 residential/rental income parcels; and 292,600 business equipment and fixture assessments. The roll is used to calculate property tax revenues for cities, school districts, hundreds of special districts, and for County government.

POSITION OVERVIEW

The unclassified position of Executive Secretary provides full-time and confidential administrative secretarial assistance to the Assessor. This position will also direct the support staff of the executive office. **EXAMPLES OF DUTIES:**

- Performs a variety of executive support tasks that may be highly confidential and sensitive.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the department head or other staff.
- Receives and screens incoming calls and visitors; determines which are priority matters and alerts the department head accordingly. Makes referrals to appropriate executive staff or provides requested information.
- Replies to personal and other correspondence, composing letters with or without dictation.
- Regularly takes and transcribes dictation on technical and confidential matters as required.
- Reviews, proofreads, and edits documents prepared for the department head's signature.
- Coordinates and facilitates the department head's calendar to arrange appointments, meetings, conferences, and speaking engagements.
- Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings as required.
- Directs callers to other departments and officials or to other individuals, divisions, or sections of the department.
- Secures information on the status of pending matters and reasons for delay in the completion of projects.
- Establishes and maintains office files and records, including those of a confidential nature.
- Performs a variety of confidential and personal services, as requested.
- Recognizes the need for revisions in office, clerical, and secretarial procedures, and implements such changes.
- May assign and supervise the work of other employees.

SELECTION REQUIREMENTS

Two (2) years of highly complex and highly responsible secretarial or administrative experience at the level of Los Angeles County's class of Senior Management Secretary II* or higher; -OR- five (5) years of experience as an executive assistant to a high level executive.

Typing rate : 40 net words per minute

*Senior Management Secretary II in the County of Los Angeles acts as a secretary to the Chief Deputy of a medium-sized County department.

LICENSE: A valid California Class “C” Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Knowledge of the organization, punctuation and composition of business letters, reports, charts and tabular material.
- Knowledge of correct English usage, spelling and punctuation.
- Knowledge of techniques of receiving calls, making appointments and giving information.
- Extensive experience with Microsoft Office suite programs (e.g. Word, Excel, and PowerPoint).
- Ability to take and transcribe dictation.
- Ability to synthesize information presented at meetings in order to prepare the minutes.
- Ability to compose letters and memoranda.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to direct, review and evaluate the work of other employees, as required.
- Ability to maintain composure during challenging situations.
- Ability to work a flexible schedule depending on the needs of the Assessor.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of their interest, a resume detailing their education and training, positions held, current salary, special qualifications, and a supplemental application. Resumes should include the following information:

1. Names of schools, colleges, or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree(s), licenses, and certificates along with the resume.
2. The name of each employer, job title, scope of responsibilities, and dates of employment.
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes. Any applicant for County employment who has been convicted of workers compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Please submit all materials to:

**Assessor’s Human Resources
500 W. Temple Street, Room 350
Los Angeles, CA 90012
ATTN: Glenda Medina
Fax: (213) 617-3009
Phone: (213) 974-3161**

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. *Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The selection process includes a performance test measuring the candidate's proof reading, writing and computer skills.* The names of the most highly qualified candidates will be submitted to the Chief Deputy and Assessor for an interview and final selection.

REQUIREMENT INFORMATION

Successful applicants will be required to complete a thorough background investigation, including a fingerprint search prior to appointment. Examples of disqualifying factors include, but are not limited to any felony conviction or conviction of a misdemeanor involving moral turpitude, or job related misdemeanor convictions.

**LOS ANGELES COUNTY ASSESSOR'S OFFICE
EXECUTIVE SECRETARY, UC**

SUPPLEMENTAL APPLICATION FORM

Name: _____ Social Security #: _____

This supplemental application form provides you with the opportunity to fully and clearly explain your relevant work experience, training and educational achievements that have prepared you for the position of Executive Secretary. The information provided will be used to determine the level and scope of the applicant's preparation for this position. Applicants with the highest qualifications as determined by this screening process will be invited to the interview.

Instructions: Complete the supplemental application form by responding to the questions listed below. Your responses to each question must be type written or legibly printed and no longer than one page (8.5" x 11") per question. Each response must include the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates of assignment of employment and the functions performed, including a description of your role, level of involvement, independence, and information about the size, complexity and level of accountability surrounding your experience. Attach this completed form and your written responses to your resume and cover letter. Applications submitted without the supplemental application form will be considered incomplete and will not be accepted. Furthermore, resumes and other unsolicited materials will not be accepted in lieu of this document.

- 1) Describe the length, level and breadth of your experience as a secretary to a public official or executive level manager. State your complete duties and responsibilities. Specify the types of documents you prepared and proofread; the types of files you created and managed; the types of appointments you scheduled; and the types of confidential matters you handled.
- 2) Describe your experience managing a high volume of complex and diverse assignments. Describe how you handle the challenge of meeting multiple, competing deadlines.
- 3) Describe your experience composing correspondence such as letters and memoranda.
- 4) Describe your experience preparing minutes.
- 5) Describe your experience supervising support staff. State the length of time you supervised staff, the number of staff you were responsible for and their payroll titles. Describe the work your staff performed and your duties and responsibilities in relation to them.
- 6) State whether you have any issues working overtime either late into the evenings or on the weekends.
- 7) Describe your experience interacting with elected officials and staff.

CERTIFICATION OF APPLICANT: I certify that all statements made on this supplemental application form and in any attachments are true and correct to the best of my knowledge. I understand that any falsification or omission of material facts may subject me to disqualification or dismissal.

Candidate's Signature: _____ Date: _____